



# Test Administration Manual

## March 27–May 12, 2017

**MSAA Service Center**

**Phone:** (866) 834-8879

**Email:** [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

**MSAA Online Assessment System:** <https://www.msaaassessment.org>

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Multi-State Alternate Assessment (MSAA). (2017) Test Administration Manual.

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The Multi-State Alternate Assessment (MSAA) is a comprehensive assessment system designed to promote increasing higher academic outcomes for students with significant cognitive disabilities in preparation for a broader array of post-secondary outcomes. The MSAA is designed to assess students with significant cognitive disability and measures academic content that is aligned to and derived from your state's content standards. This assessment contains many built-in supports that allow students to use materials they are most familiar with and communicate what they know and can do as independently as possible. The MSAA will be administered in the areas of English Language Arts (ELA) and Mathematics in grades 3–8 and 11.

This assessment was developed through the research and development done by the National Center and State Collaborative (NCSC) and is now carried forward by the MSAA State Partners. The MSAA is currently being administered by eleven participating states: Arizona, Arkansas, Maine, Maryland, Montana, the Pacific Assessment Consortium (PAC-6)<sup>[1]</sup>, Rhode Island, South Dakota, Tennessee, US Virgin Islands, and Washington, DC.

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<sup>[1]</sup> The members of the Pacific Assessment Consortium (American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Republic of Palau, and Republic of the Marshall Islands) are collectively considered one state, led by the University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Services (CEDDERS).

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# Table of Contents

<b>State MSAA Coordinators .....</b>	<b>1</b>
Contact Information and State Links .....	1
<b>MSAA Technical Support.....</b>	<b>2</b>
MSAA Service Center .....	2
<b>Important Dates.....</b>	<b>3</b>
<b>How to Use This Manual .....</b>	<b>4</b>
What Is the Purpose of the Test Administration Manual (TAM)? .....	4
Terms and Acronyms .....	4
<b>Introduction.....</b>	<b>5</b>
Purpose of the MSAA .....	5
<b>Administration Procedures Overview.....</b>	<b>6</b>
Which Documents Are Required for Test Administration? .....	6
Who Should Take the MSAA?.....	7
Student Participation Criteria .....	7
Individualized Education Program (IEP) Team.....	7
<b>Who Can Administer the MSAA? .....</b>	<b>8</b>
Test Administrators (TAs) .....	9
Who Can Be a TA?.....	9
How Can Paraprofessionals, Educational Technicians, Teaching Assistants, and Aides Assist During the Administration? .....	9
What Are the Training Requirements for Test Administrators?.....	9
Who Supports the Administration Process? .....	10
Test Coordinators (TCs) .....	10
MSAA Test Administration Training for Test Coordinators .....	10
Test Administrator and Test Coordinator Responsibilities .....	10
<b>The MSAA Test Design .....</b>	<b>11</b>
What Is the MSAA Test Experience?.....	11
Stage Adaptive Design.....	11
What Types of Items Make Up the MSAA?.....	12
Selected-Response: ELA and Mathematics .....	12
Constructed-Response: Mathematics .....	12
Writing Prompt: ELA .....	12
What Does an Item Look Like?.....	12
Sample Items .....	13
ELA Grade 8.....	13
Mathematics Grade 3 .....	14

<b>What Are the Directions for Test Administration (DTA) and How Are They Used? .....</b>	<b>15</b>
Purpose of the DTA .....	15
Additional Materials for Test Administration.....	15
Directions and Guidelines for Use .....	15
Directions for Test Administration (DTA) .....	16
ELA Grade 8.....	16
Mathematics Grade 3 .....	17
<b>Accessibility Features and Accommodations .....</b>	<b>18</b>
What Are Accessibility Features?.....	18
Timing and Scheduling.....	18
Supporting Students Prior to Testing .....	18
Creating a Comfortable and Secure Testing Environment .....	19
Physical Prompting .....	19
The Types of Administration .....	19
Check the MSAA Online Assessment System and Assessment Features <i>Before</i> Testing .....	20
Accessibility Features: Computer, Laptop, or Tablet Administration .....	21
Accessibility Features: Paper Administration.....	22
Tactile Graphics and Object Replacements.....	23
What Are Accommodations? .....	24
Assistive Technology (AT) .....	24
Paper Version .....	24
Scribe .....	24
Sign Language .....	24
<b>Test Security and Test Irregularities .....</b>	<b>25</b>
How to Monitor and Report Test Irregularities .....	25
<b>Appendices</b>	
<b>Appendix A: MSAA Scribe Accommodation Protocol .....</b>	<b>26</b>
Scribe Accommodation Protocol for ELA and Mathematics.....	26
Scribe Accommodation Protocol for the Writing Prompt .....	26
Procedures for Annotation .....	27
<b>Appendix B: Augmentative and Alternative Communication Guidelines.....</b>	<b>28</b>
Use of Augmentative and Alternative Communication Devices (AAC).....	28
AAC Protocol for Completing the Writing Prompt .....	28
<b>Appendix C: Sign Language Protocol.....</b>	<b>30</b>
Test Administration Protocol for Providing the Sign Language Accommodation .....	30
Procedures for Providing the Sign Language Accommodation .....	30
Sign-System-Specific Procedures .....	31
American Sign Language (ASL).....	31
English-Based Sign Systems (PSE, Sim-Com, etc.).....	31

**Appendix D: English Language Arts and Mathematics Vocabulary Lists .....32**  
    ELA Vocabulary..... 32  
    Mathematics Vocabulary ..... 33  
**Appendix E: The Student Response Check (SRC) and the Early Stopping Rule .....34**  
    Using the Flowchart and Administering the SRC ..... 34  
**Appendix F: Checklists .....36**  
    Test Administrator Checklist..... 37  
    Test Coordinator Checklist..... 39

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# State MSAA Coordinators

## Contact Information and State Links

State MSAA Coordinator contact information is located in the table below. Additionally, refer to the appropriate state link for detailed information on state-specific policies.

**NOTE:** Throughout this document, whenever “[State-Specific Policy Information](#)” is referenced, Test Administrators (TAs) and Test Coordinators (TCs) are directed back to this page to access their state-specific link.

Arizona	Arkansas	District of Columbia
<a href="https://www.azed.gov/assessment">https://www.azed.gov/assessment</a>	<a href="http://www.arkansased.gov">http://www.arkansased.gov</a>	<a href="http://osse.dc.gov/alternate">http://osse.dc.gov/alternate</a>
Audra Ahumada 602-542-4061 <a href="mailto:Audra.Ahumada@azed.gov">Audra.Ahumada@azed.gov</a>	Ann Finch 501-682-5303 <a href="mailto:Ann.Finch@arkansas.gov">Ann.Finch@arkansas.gov</a>	LaNysha Adams 202-297-4193 <a href="mailto:Lanysha.Adams@dc.gov">Lanysha.Adams@dc.gov</a>
Maine	Maryland	Montana
<a href="http://www.maine.gov/doe/alternate">http://www.maine.gov/doe/alternate</a>	<a href="https://marylandassessments.org/">https://marylandassessments.org/</a>	<a href="http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_6">http://opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_6</a>
Sue Nay 207-624-6774 <a href="mailto:Sue.Nay@maine.gov">Sue.Nay@maine.gov</a>	Marsie Torchon 410-767-2114 <a href="mailto:martha.torchon@maryland.gov">martha.torchon@maryland.gov</a>  Nancy Schmitt 410-767-0743 <a href="mailto:Nancy.Schmitt@maryland.gov">Nancy.Schmitt@maryland.gov</a>  Ann Herrmann 410-767-0086 <a href="mailto:Ann.Herrmann@maryland.gov">Ann.Herrmann@maryland.gov</a>	Yvonne Field 406-444-0748 <a href="mailto:yfield@mt.gov">yfield@mt.gov</a>  Jessica Eilertson 406-444-3656 <a href="mailto:jeilertson@mt.gov">jeilertson@mt.gov</a>
Rhode Island	South Dakota	Tennessee
<a href="https://www.ride.ri.gov/riaa">https://www.ride.ri.gov/riaa</a>	<a href="https://doe.sd.gov/">https://doe.sd.gov/</a>	<a href="http://www.tn.gov/education/">http://www.tn.gov/education/</a>
Heather Heineke 401-222-8493 <a href="mailto:Heather.Heineke@ride.ri.gov">Heather.Heineke@ride.ri.gov</a>	Jan Martin 605-773-3246 <a href="mailto:Jan.Martin@state.sd.us">Jan.Martin@state.sd.us</a>  Ben Morrison 605-773-6119 <a href="mailto:Ben.Morrison@state.sd.us">Ben.Morrison@state.sd.us</a>	Lori Nixon 615-741-5113 <a href="mailto:Lori.Nixon@tn.gov">Lori.Nixon@tn.gov</a>
United States Virgin Islands	PAC-6	
(Refer to contact information below)	(Refer to contact information below)	
Alexandria Baltimore-Hookfin 340-773-1095 ext. 7084 <a href="mailto:alexandria.baltimore@vide.vi">alexandria.baltimore@vide.vi</a>	June De Leon (Guam/CNMI) 671-735-2494 <a href="mailto:June.DeLeon@guamcedders.org">June.DeLeon@guamcedders.org</a>  Terese Crisostomo (Guam) 671-300-1323 <a href="mailto:tdcrisostomo@gdoe.net">tdcrisostomo@gdoe.net</a>  Fasefulu Tigilau (CNMI) 670-237-3199 <a href="mailto:Fasefulu.Tigilau@cnmipss.org">Fasefulu.Tigilau@cnmipss.org</a>  Laura Brown (CNMI) 670-237-3022 <a href="mailto:Laura.Brown@cnmipss.org">Laura.Brown@cnmipss.org</a>	

# MSAA Technical Support

## MSAA Service Center



Phone: (866) 834-8879



E-mail: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

The Service Center for the MSAA is available during test administration 7 am–8 pm ET Monday–Friday to Test Administrators (TAs) and Test Coordinators (TCs) to answer questions about (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.

Test Administrators: Contact your Test Coordinator when...		
<p><b>You have “How do I...?” questions</b> and you can’t find the answer in the Test Administration Manual (TAM), User Guides, or Technology Requirements (linked at the bottom of <a href="http://www.msaaassessment.org">http://www.msaaassessment.org</a>).</p> <p>For example, you need to:</p> <ul style="list-style-type: none"> <li>• Change a student's demographic information</li> <li>• Close a test</li> <li>• Order paper materials</li> </ul>	<p><b>You do not have a user account.</b></p> <p>For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.</p> <p><b>The wrong name is associated with your email address.</b></p>	<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b></p> <p>For example, you need to be assigned to a different (or additional) school or district.</p>
Test Administrators and Test Coordinators: Contact the MSAA Service Center when...		
<p><b>You have “How do I...?” questions</b> and you can’t find the answer in the TAM, User Guides, or Technology Requirements, such as:</p> <ul style="list-style-type: none"> <li>• You have trouble logging in (and have a user account).</li> <li>• Your TA has passed the final quiz (≥80%) but cannot access student test materials.</li> <li>• You are a TC with questions about making changes to TAs in your district(s).</li> </ul>	<p><b>You encounter an error or unusual behavior in the MSAA Online Assessment System with:</b></p> <ul style="list-style-type: none"> <li>• User accounts</li> <li>• Accessing tests assigned to a student</li> <li>• Incorrect or missing student information</li> <li>• Access to the MSAA Test Administration Training for TAs and TCs</li> </ul>	<p><b>When contacting the MSAA Service Center,</b> please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:</p> <ol style="list-style-type: none"> <li>1. Your <b>contact information</b> (name; state, district, and school; phone number; e-mail address)</li> <li>2. <b>Student name</b>, if applicable, when calling (Do not provide student information when e-mailing an inquiry. Please provide a student ID number.)</li> <li>3. Any <b>error messages</b> that appeared</li> <li>4. <b>Operating system</b> and <b>browser information</b></li> </ol>
Test Coordinators: Contact your State MSAA Coordinator when...		
<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b> For example,</p> <ul style="list-style-type: none"> <li>• You need to be assigned to a different (or additional) school or district.</li> <li>• You do not have visibility to the appropriate Orgs (Districts/Schools).</li> <li>• A new student joins your school and needs to be added to the system.</li> <li>• The wrong name is associated with your e-mail address.</li> </ul>	<p><b>You have questions regarding:</b></p> <ul style="list-style-type: none"> <li>• Scoring procedures for constructed-response items</li> <li>• Recording student responses into the MSAA Online Assessment System</li> <li>• Clarifying requirements of various item types</li> <li>• Describing how to access assessment features or accommodations</li> </ul>	

## Important Dates

Test Administration Window	
Action	Date(s)
MSAA Administration Window Opens	March 27, 2017 at 8:00 am ET
Last Day to Submit Requests <ul style="list-style-type: none"> <li>Grade Reassignments</li> <li>Reopen Closed Tests</li> </ul>	May 9, 2017
End of Test Survey (EOTS) <i>Complete the EOTS <u>after</u> both Content Area Tests are submitted and/or closed for <u>all</u> Students listed under the TA's MY STUDENTS tab.</i>	March 27–May 12, 2017
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm Eastern Time.</i>	May 12, 2017 at 8:00 pm ET

Ordering, Shipping, and Returning Test Materials Window (MD Only)		
<i>Information regarding the following actions is posted in the MSAA Online Assessment System at <a href="http://www.msaaassessment.org/">http://www.msaaassessment.org/</a> under the location listed below.</i>		
Action	Location	Date(s)
MD Preorder Print Materials Window	Order Materials Tab	February 2017
Print Materials Ship to MD	Order Materials Tab	March 8, 2017
MD Return Shipments: One-Day Pickup	Order Materials Tab	May 19, 2017

Training and Test Administration Documents Posted	
<i>All resources are posted in the MSAA Online Assessment System at <a href="http://www.msaaassessment.org/">http://www.msaaassessment.org/</a> under the location listed below.</i>	
Training and Test Administration Documents	Location
State-Specific Policy Documents	Resources
Test Administration Manual (TAM)	Resources
Test Coordinator User Guide	Resources
Test Administrator User Guide	Resources
Test Administrator and Test Coordinator Training Modules and Final Quiz <i>Available March 13, 2017</i>	Test Administration Training Tab
Sample Items	Sample Items Tab
Directions for Test Administration (DTA) for ELA and Mathematics	Action Button in My Students

# How to Use This Manual

## What Is the Purpose of the Test Administration Manual (TAM)?

The purpose of the TAM is to guide TAs and TCs to prepare for and administer the Test to eligible students with significant cognitive disabilities in their school or district.

Throughout the TAM, select the hyperlinks for more information, resources, state coordinator contact details, or the MSAA Service Center.

## Terms and Acronyms

Table 1 provides a summary of terms with the associated acronyms used frequently in the TAM and other documents needed for test administration.

**Table 1. MSAA Terms and Acronyms**

Term	Acronym
Assistive Technology	AT
Augmentative and Alternative Communication	AAC
Constructed-Response	CR
Directions for Test Administration	DTA
English Language Arts	ELA
Individualized Education Program	IEP
Learner Characteristics Inventory	LCI
Multi-State Alternate Assessment	MSAA
Selected-Response	SR
Student Response Check	SRC
Test Administration Manual	TAM
Test Administrator	TA
Test Coordinator	TC

# Introduction

## Purpose of the MSAA

The MSAA was developed to ensure that all students with significant cognitive disabilities are able to participate in an assessment that measures what they know and can do in relation to grade-level State Content Standards. The MSAA is one component of a system of curriculum, instruction, and professional development that allows students with the most significant cognitive disabilities to access grade-level content aligned to the State Content Standards. For more information, go to <https://wiki.ncscpartners.org>.

MSAA's long-term goal is to ensure that students with the most significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school capable of pursuing a variety of post-secondary options. A well-designed summative assessment alone is insufficient to achieve this goal.

The MSAA is designed to meet the requirements of the Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Act (IDEA). These laws mandate that all students participate in assessments that measure student achievement on grade-level content standards.

For the purposes of this manual, the MSAA will be referred to as the "Test."

# Administration Procedures Overview

## Which Documents Are Required for Test Administration?

The documents below can be downloaded in PDF format at <http://www.msaaassessment.org> from the Resource section on the homepage. The only exception is the Directions for Test Administration (DTA), which can be downloaded from the “Actions” menu in “My Students.” You will need Adobe Acrobat to view the downloaded documents. Printed copies of some of the documents may also be ordered by your district TC. Please contact your district TC for information on what will be ordered and when it will arrive.

Document	Purpose	User
<b>Test Administration Manual (TAM)</b>	Provides policies and procedures for TAs and TCs to prepare for the administration of the Test.	TAs and TCs
<b>Directions for Test Administration (DTA)</b>	<ul style="list-style-type: none"> <li>Provides directions and scripts for each item of the Test (All test items are included in the DTA, but not all items will be administered to each student.)</li> <li>Includes details about manipulatives required in order to administer a test item, such as calculators and counters</li> <li>Includes reference sheets that contain important graphics</li> <li>Includes scoring rubrics for mathematics CRs in grades 3, 4, 5, 8, and 11</li> <li>Provides writing prompt script, mentor text (when applicable), graphic organizer, student response templates, and stimulus materials for all writing prompts in each grade-level ELA DTA</li> </ul> <p><b>NOTE:</b> The DTA is a secure document and available only when TAs complete the MSAA Online Training Modules and pass the Final Quiz.</p>	TAs
<b>MSAA Online Assessment System User Guide for Test Administrators</b>	Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA Online Assessment System, such as how to complete the LCI; how to pause, resume, and submit a test for scoring; when to contact the MSAA Service Center; and how to administer the Student Response Check	TAs
<b>MSAA Online Assessment System User Guide for Test Coordinators</b>	Provides technical information and troubleshooting tips, plus step-by-step instruction to navigate the MSAA Online Assessment System, such as how to check that all TAs have completed their training, how to ensure that all students are properly registered and have the correct grade levels, how to ensure that all tests have been submitted for scoring, and how and when to close a student test	TCs

## Who Should Take the MSAA?

### ***Student Participation Criteria***

The Test may be administered only to students who have been found eligible according to the Participation Criteria by their Individualized Education Program (IEP) team for participation in their state's alternate assessments.

The MSAA participation criteria are described in detail in the *Guidance for IEP Teams on Participation Decisions for the MSAA Alternate Assessment*, which can be found at the following link: [State-Specific Policy Information](#) (page 1).

The criteria for student participation in the Test reflect the pervasive nature of a significant cognitive disability. A student deemed eligible must participate in an alternate assessment in all content areas.

Table 2 shows the participation criteria and the descriptors used to determine eligibility for participation for each student.

**Table 2. Participation Criteria**

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability.	Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior.*  <i>*Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.</i>
2. The student is learning content linked to grade-level content standards.	Goals and instruction listed in the IEP for this student are linked to the enrolled grade-level content standards and address knowledge and skills that are appropriate and challenging for this student.
3. The student requires extensive, direct individualized instruction and substantial supports to achieve measureable gains in a grade- and age-appropriate curriculum.	The student (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature, and (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.

### ***Individualized Education Program (IEP) Team***

Parents and guardians are partners in the IEP team and need to remain engaged in the assessment process beyond determination of student eligibility for the MSAA. Thus, they need to receive accurate information about the MSAA. This resource library should be made available to all IEP team members well before the assessment participation decisions are made for the current school year and subsequent school years. This link provides parents with Tips and Tools: [https://wiki.ncscpartners.org/index.php/Parent\\_Tips\\_and\\_Tools](https://wiki.ncscpartners.org/index.php/Parent_Tips_and_Tools).

## Who Can Administer the MSAA?

Users in the MSAA Online Assessment System are assigned the role of TA or TC.

- TAs are responsible for administering the Test to students.
- TCs are responsible for managing the administration of the MSAA test.

In addition to the two roles mentioned above, the State MSAA Coordinator supports both TAs and TCs in the management of the administration to ensure that the administration of the Test is successful. The MSAA Service Center supports all roles—TAs, TCs, and State MSAA Coordinators with the primary functions listed in Table 3.

**NOTE:** TAs can no longer close a student's test or edit student demographic information. Refer to the [State-Specific Policy Information](#) on page 1.

**NOTE:** The TC role varies by state. Some states do not have separate school- and district-level TCs. Refer to the [State-Specific Policy Information](#) on page 1.

**Table 3: Who Can Perform Actions in the MSAA Online Assessment System?**

Action	Test Administrator	School Test Coordinator	District Test Coordinator	State Test Coordinator for MSAA	MSAA Service Center
Start, Pause, Resume, and Submit Tests	X	X	X	X	
Print DTA and Paper Test	X	X	X	X	
Complete Student LCI, SRC, and Accommodations Tabs	X	X	X	X	
Add or Edit TA		X	X	X	
Close a Test		X	X	X	
Add Classroom		X	X	X	
Add or Edit TC			X	X	
Add Student or Edit Student Demographic Information				X	
Unlock Test				X	X
Change Test Form Grade				X	X



## Test Administrators (TAs)

### ***Who Can Be a TA?***

- A certified and licensed educator familiar with the student, typically the student’s teacher, who has completed the required MSAA Test Administration Training and the end-of-module quizzes, and has passed the Final Quiz with at least an 80% can administer the Test.
- A long-term substitute who is a certified and licensed educator, has completed the required MSAA Test Administration Training and end-of-module quizzes, and has passed the Final Quiz with at least an 80% can administer the Test.
- Some MSAA states have additional policies regarding who can administer the Test and who can assist the TA. Please refer to [State-Specific Policy Information](#) (page 1) to learn about any additional policies in your state regarding who can be involved with administering the Test.

### ***How Can Paraprofessionals, Educational Technicians, Teaching Assistants, and Aides Assist During the Administration?***

The extent to which paraprofessionals, education technicians, teaching assistants, and aides can assist in the administration process varies by state. TAs are highly encouraged to utilize the appropriate support personnel from within their classrooms, schools, and districts to assist in the successful administration of the Test. Refer to [State-Specific Policy Information](#) (page 1) for further information.

### ***What Are the Training Requirements for Test Administrators?***

All TAs must complete the following two tasks before they can access the DTA and administer the MSAA ELA and Mathematics tests:

1. View the Online MSAA Test Administration Training Modules for Test Administrators, including the end-of-module quizzes. There is no required score that must be achieved to pass the quizzes. Refer to page 3 regarding the date that the online modules will be available.
2. Complete the Final Quiz with at least an 80% accuracy score.

Table 4 contains a summary of the topics that are covered in the Online Test Administration Training Modules for TAs. The training modules will highlight information from the Test Administration Manual (TAM), Directions for Test Administration (DTA), and the [MSAA Online Assessment System User Guide for Test Administrators](#).

**Table 4. Required MSAA Test Administration Training for Test Administrators**

Module #	Module Description
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Completing the Student Information
Module 4	Accessibility Features and Accommodations
Module 5	Student Response Check and Early Stopping Rule
Module 6	Navigating the MSAA Online Assessment System

# Who Supports the Administration Process?

## Test Coordinators (TCs)

In general, TCs provide oversight of the Test at the district or school level. Some MSAA states have additional policies regarding who can fulfill the role of TC in their district or school. Please refer to [State-Specific Policy Information](#) (page 1) to learn about any additional policies in your state that apply to the Test Coordinator role.

### MSAA Test Administration Training for Test Coordinators

All district staff fulfilling the role of TC at the district or school level must complete the MSAA Test Administration Training for Test Coordinators. This training helps safeguard testing integrity by ensuring that TCs are knowledgeable about their responsibilities, appropriate test practices, and the responsibilities of the TAs. TCs are not required to take the Final Quiz.

The MSAA Test Administration Training for Test Coordinators focuses on information in the Test Administration Manual (TAM) and the [MSAA Online Assessment System User Guide for Test Coordinators](#). Table 5 lists the training modules that are required for the TCs. Refer to page 3 regarding the date that the online modules will be available.

**Table 5. Required MSAA Test Administration Training for Test Coordinators**

Module #	Module Description
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Completing the Student Information
Module 4	Create Users and Orgs
Module 5	Student Response Check and the Early Stopping Rule
Module 6	Navigating the MSAA Online Assessment System

### Test Administrator and Test Coordinator Responsibilities

TAs are certified and licensed educators who are responsible for the successful administration of the Test. TCs support TAs by overseeing the administration of the Test. To assist TAs and TCs with completing the requirements for before, during, and after test administration, the *Test Administrator Checklist* and *Test Coordinator Checklist* are located in Appendix F of this document. For further information regarding the TA or TC responsibilities, refer to pages 37–39.

**Figure 1: Test Administrator Checklist**

**Test Administrator Checklist**

**Before Test Administration**

Task	TAM Page	Complete
1. Activate TA account.	N/A	<input checked="" type="checkbox"/>
2. Confirm that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing.	2	<input checked="" type="checkbox"/>
3. Review State-Specific Policy and Confidentiality Information.	1	<input checked="" type="checkbox"/>
4. Download the documents needed for administration.	5	<input checked="" type="checkbox"/>
5. Sign and submit state-specific test security and confidentiality forms.	1, 7	<input checked="" type="checkbox"/>
6. Ensure that student needs state participation criteria and EIP team decision has been documented for Grade 1 students, new students, and for transfer students.	9	<input checked="" type="checkbox"/>
7. Complete MSAA test administration training.	9	<input checked="" type="checkbox"/>

**Test Administration**

Task	TAM Page	Complete
8. Confirm the student demographic information and complete the following forms:	6, 8, 16, 34-35	<input checked="" type="checkbox"/>
• Letterhead/Student Information Form		
• Accommodations Before Test		
• Student Response Check (SRC)		
9. Create a comfortable and secure testing environment.	13, 25	<input checked="" type="checkbox"/>

**After Test Administration**

Task	TAM Page	Complete
10. Submit the student demographic information and complete the following forms:	13, 25	<input checked="" type="checkbox"/>
• Letterhead/Student Information Form		
• Accommodations Before Test		
• Student Response Check (SRC)		
11. Create a comfortable and secure testing environment.	13, 25	<input checked="" type="checkbox"/>

**Figure 2: Test Coordinator Checklist**

**Test Coordinator Checklist**

**Before Test Administration**

Task	TAM Page	Complete
1. Sign and submit state-specific test security and confidentiality forms.	1	<input checked="" type="checkbox"/>
2. Complete the MSAA test administration training for TCs.	10	<input checked="" type="checkbox"/>
3. Ensure that all students have completed the required training and can access the online MSAA Online Assessment System.	9	<input checked="" type="checkbox"/>
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.	N/A	<input checked="" type="checkbox"/>
5. Ensure that technology is ready to test.	N/A	<input checked="" type="checkbox"/>
6. Report any violations and suspected irregularities to the State MSAA Coordinator.	1, 25	<input checked="" type="checkbox"/>

**Test Administration**

Task	TAM Page	Complete
7. Monitor the administration of the Test.	7-9, 13-15, 34-35	<input checked="" type="checkbox"/>
8. Ensure that students and TAs have the materials and resources needed to administer the Test.	6, 9	<input checked="" type="checkbox"/>
9. Maintain test security.	25	<input checked="" type="checkbox"/>
10. Report inappropriate test practices in accordance with state policy.	25	<input checked="" type="checkbox"/>
11. Report any violations and suspected irregularities to the State MSAA Coordinator.	1, 25	<input checked="" type="checkbox"/>
12. Ensure that all tests have been submitted and closed by 10:00pm ET on May 13, 2017.	13, 24-27	<input checked="" type="checkbox"/>

**After Test Administration**

Task	TAM Page	Complete
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator.	1, 25	<input checked="" type="checkbox"/>
14. Security of all printed copies of the Test, SRC, scoring rubrics, and student work (e.g., writing materials, etc.).	13, 24-27	<input checked="" type="checkbox"/>

# The MSAA Test Design

## What Is the MSAA Test Experience?

### Stage Adaptive Design

The stage adaptive design for the Test provides the student with a test experience that assigns Session 2 of the assessment based on how the student responds to the items in Session 1. The versions in Session 2 vary by difficulty and complexity level. The student will take *only* the Session 2 version that is assigned to them.

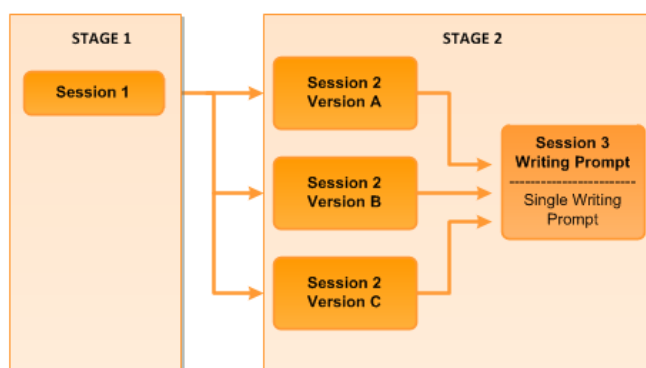
Session 1 contains items with varying levels of complexity. It is important that students take items at all complexity levels in order for Session 2 to be an accurate reflection of the student’s abilities. Once the student completes Session 1, the student will be directed to Session 2 for one of three versions of the Test—Version A, B, or C.

**NOTE:** *It is possible that students in the same grade in the same classroom will take different versions of Session 2. It is also possible that the same student will, for example, take Version A for ELA and Version C for Mathematics.*

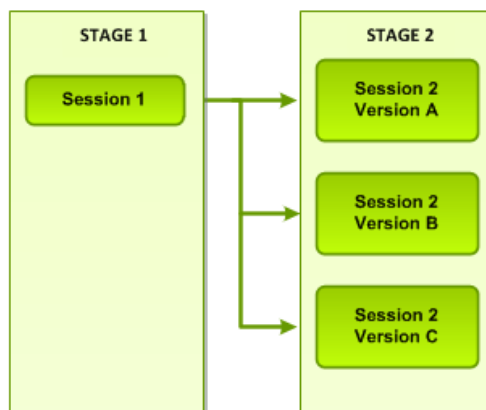
For ELA, after Session 2 Version A, B, or C is completed, all students are administered the same writing prompt in Session 3. Mathematics has no Session 3.

Figures 3 and 4 outline the MSAA Stage Adaptive Design for ELA and Mathematics.

**Figure 3. The MSAA ELA Stage Adaptive Design (All Grades)**



**Figure 4. The MSAA Mathematics Stage Adaptive Design (All Grades)**



## What Types of Items Make Up the MSAA?

### Selected-Response: ELA and Mathematics

Selected-Response (multiple-choice) items are presented to students in a standard format. All directions and materials needed for administering selected-response items are in the Directions for Test Administration (DTA) that accompanies each test form. Every item is presented in the following order:

1. Item stimulus (which may include a passage, passage part, picture, graphic, or other illustration)
2. Item question
3. Answer options presented in stacked (vertical) formation

Students may select an answer from the options in a variety of ways (such as using the computer mouse, verbalizing, gesturing, using eye gaze or communication devices, using assistive technology, etc.). Students enter responses into the MSAA Online Assessment System. If the student has the Scribe Accommodation, the scribe enters the response on behalf of the student. For instructions on how to administer the Test using a scribe, refer to Appendix A: *MSAA Scribe Accommodation Protocol*.

### Constructed-Response: Mathematics

The Constructed-Response (CR) items, in selected grades for Mathematics, require students to develop an answer instead of selecting an answer from answer options. Each item is presented to the student in a standardized, scripted sequence of steps culminating in the TA scoring the student's performance using the Mathematics Scoring Rubrics and entering the response. Directions and materials needed for administering these items are included in the Directions for Test Administration (DTA) for Mathematics.

### Writing Prompt: ELA

The writing prompt, only in ELA, requires students to produce a permanent product in response to a prompt. Each writing prompt DTA contains the following:

- A standardized, scripted sequence of steps for the TA to follow
- A graphic organizer for students to make notes and plan their essay
- A template to write their essay before it is typed on the computer or uploaded into the system
- A mentor text to present to the student as an example of a finished product (grades 3, 4, 5, 11 only)

**NOTE:** *Students who can enter an online response using a keyboard do not need to use a printed response template. However, for students who are not physically independent, who cannot use a computer or mouse, or who have limited communication skills, refer to Appendix A: MSAA Scribe Accommodation Protocol for further suggestions on how to adapt the writing prompt in order to make it more accessible.*

## What Does an Item Look Like?

TAs and students can access multiple sample items for both ELA and Mathematics prior to the beginning of the test window. The sample items are located in the MSAA Online Assessment System at <http://www.msaaassessment.org/> under Resources. The sample items allow the TA and student to become familiar with the online item presentation and to test any assistive technology required. On the following pages are two sample items, one for ELA and one for Mathematics in the online presentation view.

## Sample Items

### ELA Grade 8

We are going to read informational text about a man named Mark Twain. He lived a long time ago and wrote books. After we read, you will be asked a question about an argument the author makes.

1. This item begins with introductory text telling the student what the item is about and how the student will proceed through the item.

3. The item has a “remember” statement to remind the student of key definitions or information about the item prior to asking the item question.

2. Next, the passage is presented and read.



Mark Twain was an American writer. He was born in 1835. He wrote many books, but his best known books are “The Adventures of Tom Sawyer” and “Adventures of Huckleberry Finn”. Both books are set in Missouri. This is where Twain lived.

Twain first began by writing articles and drawing sketches for his brother’s local newspaper. He became well known after he wrote a short humorous story.

Twain lived his life on the go. He traveled throughout the country and overseas. He gained the attention of presidents and celebrities.



Twain was fascinated by science and technology. He actually created several inventions. His love of science was reflected in his book, “A Connecticut Yankee in King Arthur’s Court”. In this book, one of the characters is a time traveler. This type of story was one of the first of its kind.

Mark Twain has influenced many people. He is seen as a great American author.

Remember, an author uses an argument, based on facts, to make the reader believe something.

What argument did the author make about Mark Twain?



Mark Twain was a famous scientist.



Mark Twain lived in Missouri.



Mark Twain was a talented author.

4. Following the passage is the item with the answer options. This item has three answer options. The student may select only one answer option.

**NOTE:** As shown here, the introductory text, passage, and answer options are typically viewed across multiple pages in the online system view. The student/TA must utilize the scroll bar and “Next” button to proceed through the item. For further step-by-step instructions, refer to the [MSAA Online Assessment System User Guide for Test Administrators](#).

This item is about fractions.

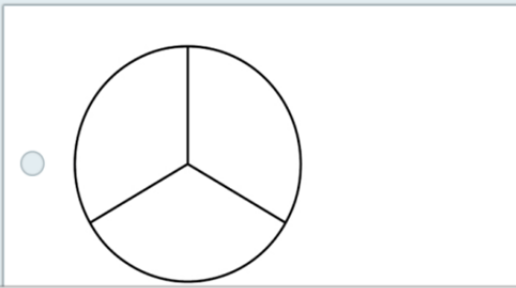
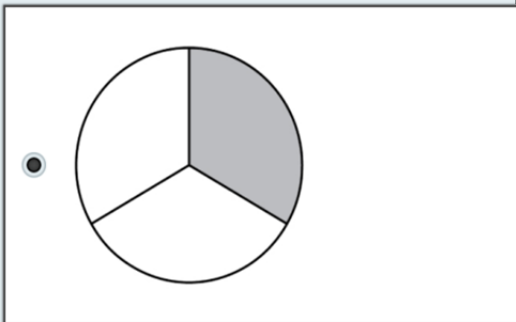
This rectangle is divided into 2 equal parts.



There is 1 part that is shaded.

1. This item begins with a model telling the student what the item is about.

Which circle shows 1 out of 3 parts is shaded?



2. Following the model is the item with the answer options. This item has two answer options instead of three.

# What Are the Directions for Test Administration (DTA) and How Are They Used?

## Purpose of the DTA

The Directions for Test Administration (DTA) provide the TA with a script of specific instructions for administration of a particular Test.

## Additional Materials for Test Administration

Additional materials for Test administration are listed (as applicable) in each DTA. Refer to the DTA for:

- List of Manipulatives by Form (as applicable)
- Reference Sheets

## Directions and Guidelines for Use

1. The directions for test administration provided in the TAM should be used along with the instructions and directions provided in the DTA for the Test assigned to the student. The DTA should be accessed and downloaded from the Action button in the MSAA Online Assessment System at <http://www.msaaassessment.org/>. Each DTA is specific to the form, or version, of the Test that is assigned to the student.
  - Grey text in the directions provides instructions for the TA on what to point to in the items and should *not* be read aloud to the student.
2. Read the directions, passages, items, and answer option text exactly as written, using a consistent rate of reading and tone of voice, as appropriate.
3. Be familiar with and utilize the Alternative Text, as appropriate. Alternative Text is written in italics and appears in brackets. Two types of Alternative Text are provided in the DTA:
  - a. Alternative Text for all students includes standardized descriptive statements for tables, charts, graphs, timelines, and math flow to be read aloud to *all* students.
  - b. Alternative Text for students who are blind or have visual impairments includes descriptive statements for tables, charts, graphs, and any other graphics necessary for appropriate interaction with the items (e.g., an answer option that is a graphic with no accompanying text, or a graphic that provides contextual clues for a sighted student).

**NOTE:** *If the Alternative Text for students who are blind or have a visual impairment is not read by the computer, the TA must read this text aloud to the student as indicated in the DTA.*

On the following pages are two excerpts from the DTA, one for ELA and one for Mathematics.

**NOTE:** *For further sample items and their corresponding DTA excerpts, go to <http://www.msaaassessment.org/tap/sample-items>.*



## Directions for Test Administration (DTA)

### ELA Grade 8

This page shows an excerpt from the DTA for ELA Grade 8 to demonstrate the administration of the sample item presented on page 13.

**NOTE:** For current Sample Items and the DTA, go to <http://www.msaaassessment.org/tap/sample-items>



Multi-State Alternate Assessment

Directions for Test Administration  
English Language Arts- Reading  
Grade 8 Sample Items

Any script the TA must read aloud to the student is in black.

#### Directions

We are going to read informational text about a man named Mark Twain. He lived a long time ago and wrote books. After we read, you will be asked a question about an argument the author makes.

#### The Life and Works of Mark Twain



Mark Twain was an American writer. He was born in 1835. He wrote many books, but his best known books are "The Adventures of Tom Sawyer" and "Adventures of Huckleberry Finn". Both books are set in Missouri. This is where Twain lived.

Twain first began by writing articles and drawing sketches for his brother's local newspaper. He became well known after he wrote a short humorous story.

Twain lived his life on the go. He traveled throughout the country and overseas. He gained the attention of presidents and celebrities.



Twain was fascinated by science and technology. He actually created several inventions. His love of science was reflected in his book, "A Connecticut Yankee in King Arthur's Court". In this book, one of the characters is a time traveler. This type of story was one of the first of its kind.

Mark Twain has influenced many people. He is seen as a great American author.

#### Sample Item 1

Remember, an author uses an argument, based on facts, to make the reader believe something.

What argument did the author make about Mark Twain?

*Point to and read each answer option.*



A. Mark Twain was a famous scientist.



B. Mark Twain lived in Missouri.



C. Mark Twain was a talented author.

Any actions the TA must perform are in gray italics.



## Mathematics Grade 3


This page shows an excerpt from the DTA for Mathematics Grade 3 to demonstrate the administration of the sample Item presented on page 14.

**NOTE:** For further Sample Items and the DTA, go to <http://www.msaaassessment.org/tap/sample-items>



Multi-State Alternate Assessment  
Directions for Test Administration  
Mathematics  
Grade 3 Sample Items

Whether or not a calculator is allowed on an item will be identified in the beginning.


 *Calculator not permitted on this item.*

**Sample Item 2**

This item is about fractions.

This rectangle is divided into 2 equal parts.

*Point to each part.*



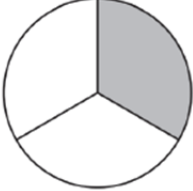
There is 1 part that is shaded.

*Point to the shaded part.*

Which circle shows 1 out of 3 parts is shaded?


*Point to each option.*

*[For students with visual impairment, read "A. This is a circle that is divided into three equal parts. One part is shaded."]*



A.

*[For students with visual impairment, "B. 3 parts. No parts are shaded."]*



B.

If the TA is reading aloud to the student, the script is given in black.

Any actions the TA should perform are in gray italics.

Alternative text for students with visual impairments is in brackets with gray italics and should be read aloud as necessary.

# Accessibility Features and Accommodations

## What Are Accessibility Features?

There are many ways to provide supports and increase accessibility for students. MSAA has two designations of test supports. First are accessibility features that are available to any student who benefits from the supports. The second are accommodations that must be included in the student's IEP prior to test administration. When selecting which accessibility features and accommodations are most effective, keep the following in mind:

- Accessibility features and accommodations may not restrict a student's independence or communication.
- Accessibility features and accommodations must be based on what the student uses during daily instruction.
- Students and TAs should become familiar with the assessment features selected and should practice using them with the sample items prior to administration of the Test.
- If using any assistive technology (AT) or augmentative and alternative communication (AAC) device, practice with the sample items prior to the administration of the Test to ensure that the technology is functioning appropriately. For more information on technology, refer to the [MSAA Online Assessment System User Guide for Test Administrators](http://www.msaaassessment.org/) found at <http://www.msaaassessment.org/>.

## Timing and Scheduling

Every student is different and has varying degrees of stamina and ability to stay on task. TAs may pause testing to take a break at any time. A test session for a student may consist of one or two items at a time, or ten or more items. The Test is not timed and can be paused for a variety of reasons, including frustration, lack of engagement, refusal to participate, or sickness. The TA may pause and resume the administration of the Test as often as necessary during the whole administration window. A break may consist of a few minutes to a few days, depending on the student's needs. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](http://www.msaaassessment.org/) for directions regarding pausing, resuming, and submitting a test.

For some students, a break in their daily routine is very disruptive. For students who respond best to consistent routines, TAs may consider building MSAA time into their daily schedule beginning several weeks prior to testing. For example, 5 to 10 minutes during ELA instruction and 5 to 10 minutes during math may improve testing experience for the student. Using the MSAA practice items and/or introducing any vocabulary words the TA identified prior to testing can help establish this routine.

## Supporting Students Prior to Testing

To ensure that students have equitable opportunity to access the items, the TA should read the test items and DTA prior to the Test. The following are acceptable ways to prepare students prior to testing:

- Review the vocabulary lists for ELA and Mathematics to identify any words that may need to be introduced or reviewed with the student.
- Add and/or review any vocabulary words, phrases, and alternative text with students using sign language, creating new tactile graphics or objects, or adding pictures or symbols to a word bank, word book, or other communication device.

## Creating a Comfortable and Secure Testing Environment

A secure testing environment includes but is not limited to the following:

- Restricting student access to resources that are explicitly identified in the DTA
- Viewing of test items only by the student taking the Test and the certified, licensed, and trained TA administering the Test
- Removing any devices or materials that could jeopardize test content in the test-taking environment or distract the student
- Ensuring a quiet test-taking environment, void of distractions, and one that does not permit other students to hear the responses to the items of the student being tested. This does not need to be a separate room or location in the school building if the student is unfamiliar with that space. Students are often comfortable in a routine, and disrupting this routine could have consequences on their ability to focus on the Test. A secure and comfortable space could be a corner of the classroom where the TA and the student can work uninterrupted and in privacy. Other students may remain in the classroom but cannot interfere when testing is taking place. Additional staff may be required in order for the TA to focus on the student being tested.
- Reviewing the assessment features and accommodations the student may need
- Making sure the same computer (if using a computer administration), laptop, tablet, or other device is available for testing. This ensures that security of materials is maintained.
- Providing scratch paper for students to make notes or solve math items. All scratch paper must be submitted to the TC for secure shredding.
- Providing appropriate student positioning, appropriate assessment features, and the accommodations in the student's IEP that are consistent with MSAA accommodations policies
- Providing encouragement to support student engagement and focus. TAs may use phrases that do not indicate either the correct or incorrect response. Examples of acceptable encouraging phrases include:
  - "I like the way you are listening and following directions."
  - "Only one more to go!"
  - "Just five minutes until a break!"
  - "Keep working!"

## Physical Prompting

The use of any physical prompting, including hand over hand, **invalidates** the results of the Test for the student. The use of physical prompting is considered a modification to the standard administration procedures outlined in this document.

## The Types of Administration

There are three options for giving the MSAA:

1. **Computer, laptop, or tablet administration** is for students who are fairly independent at using a computer or tablet. These students can manipulate a mouse and use a keyboard with some independence. While some students may be fairly independent, the TA must be present at the time of testing to ensure that the student has all necessary supports, to monitor the student for frustration or fatigue, to ensure that all accommodations are appropriately administered, to provide any necessary manipulatives and tools, and to ensure that the student does not accidentally click on a button that closes or submits the Test. *A computer administration is considered the standard administration for the Test.*
2. **Paper Version administration** is for students who cannot use a computer or tablet. This includes students who use eye gaze boards and/or who have significant motor challenges that prevent them from being able to use a mouse, keyboard, or writing utensil. This accommodation may also be helpful for students who are easily distracted by technology. For example, they focus more on clicking the answer options rather than paying attention to the items. *Students benefiting from this type of administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*

3. **Hybrid administration (some computer, some paper)** is for students who have some ability to use a mouse and/or have very limited keyboarding skills. For example, some students may be able to use a mouse to select their responses for short bursts of time but then need assistance when they become physically fatigued. Other students may be able to use a mouse to select their answers but cannot type or need significant assistance. For students receiving this type of administration, accessibility features and test supports from both the computer administration and Paper Version administration lists may be used as necessary in order to preserve student independence and promote access to the Test. *Students benefiting from this type of administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*

**NOTE:** All student responses **must** be entered for Session 1 before an assignment in Session 2 may be determined.

**NOTE:** It is important to remember that breaks in testing can be given any time. There is no limit to the number of breaks a student can receive during testing.

## Check the MSAA Online Assessment System and Assessment Features Before Testing

Log in to the MSAA Online Assessment System before testing to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended.

- Make sure that the computer, any AAC and assistive technology device a student may use meets the minimum requirements, are in working order, are available for testing, and are compatible with the MSAA Online Assessment System. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information on compatibility and requirements of the MSAA Online Assessment System.
- Review the sample items in the MSAA Online Assessment System with the student and practice using any necessary assessment features and accommodations.
- Develop a schedule to administer the Test.

On the following pages are lists of accessibility features that may be helpful for students taking the computer, laptop, or tablet administration or for those students for whom a hybrid administration is appropriate. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information about how to turn on or turn off each assessment feature.

## Accessibility Features: Computer, Laptop, or Tablet Administration

<b>Answer Masking Tool</b>	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
<b>Line Reader Tool</b>	The embedded Line Reader tool allows the entire item to be shaded, and an adjustable box allows attention to be focused on one line or a few lines at a time. The box can be adjusted by the student or the TA.
<b>Alternate Color Theme Tool</b>	<p>The student or TA can change the onscreen background color and/or text color based on need or preference. The options are:</p> <ul style="list-style-type: none"> <li>• White background with black text</li> <li>• Light blue background with black text</li> <li>• Black background with white text</li> <li>• Cream background with black text</li> <li>• Light magenta background with black text</li> <li>• Dark blue background with light blue text</li> </ul>
<b>Audio Player Tool</b>	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. The pace of reading can be controlled by the student or TA so that text may be slowed or sped up depending on student needs.
<b>Read Aloud by TA</b>	The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution.
<b>Alternative Text Read Aloud by TA</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. <i>Alternative text can be read by the embedded Audio Player or the TA. If the TA will read the alternative text, it is included in the DTA and should be read as indicated.</i>
<b>Increase Volume</b>	To increase the volume on the computer, laptop, or tablet, use the built-in volume control options. Students may need headphones depending on testing location.
<b>Magnification Tool</b>	The embedded magnification tool increases the size of the text and graphics only in the selected area. The magnification tool is attached to the cursor so it will highlight any section the mouse hovers over.
<b>Increase/Decrease Size of Text and Graphics</b>	Computers, laptops, and tablets provide zoom-in and zoom-out functions. Projection systems, video magnifiers, and smart boards may also be used to increase the size of the text and graphics. Zoom may also be used to reduce the size of the text or graphics in order to view more item information on one page.
<b>Manipulatives for Mathematics</b>	<p>Directions for the use of manipulatives are described in the DTA; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include:</p> <ol style="list-style-type: none"> <li>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.</li> <li>2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.</li> </ol>
<b>Tactile Graphics</b>	<p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph.</p> <p>Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to page 23 for guidance.</p>

Accessibility Features: Paper Administration	
<b>Answer Masking</b>	For students who require answer masking on the paper version of the Test, TAs should use paper or cards to cover and reveal individual answer options as needed.
<b>Line Reader</b>	The TA or student can use two pieces of paper to limit attention to one or a few illuminated lines at a time, while blocking out the rest of the test item.
<b>Alternate Color Themes</b>	Acetate overlays in the color preferred by the student should be used. Another option is to print the Test on paper that is the color preferred by the student.
<b>Increase/Decrease Size of Text and Graphics</b>	Paper versions of the Test can be projected by document projection devices or interactive white boards as needed by the student.
<b>Increase Volume</b>	TAs can adjust the volume of their voice as necessary.
<b>Magnification</b>	Any handheld magnification device normally used by the student is acceptable.
<b>Read Aloud by TA</b>	The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution.
<b>Read Aloud by TA Alternative Text</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. <i>Alternative text is included in the DTA and should be read aloud by the TA as needed.</i>
<b>Manipulatives for Mathematics</b>	<p>Directions for the use of manipulatives are described in the DTA; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include:</p> <ol style="list-style-type: none"> <li>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.</li> <li>2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.</li> </ol>
<b>Tactile Graphics</b>	<p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph.</p> <p>Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to page 23 for guidance.</p>
<b>Tactile Symbols</b>	<p>Tactile symbols are concrete representations of objects or concepts developed for individuals who are blind or have a practical need for a graphic language system. For example, a seed within a textured triangle can represent a plant or a textured slanted line with a series of dots can represent a graph.</p> <p>Tactile symbols may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new symbols. TAs are responsible for creating any tactile symbols the student may require. Refer to page 23 for guidance.</p>

## Accessibility Features: Paper Administration (Cont.)

### Object Replacement

An object or part of an object may be used to represent a person, place, object, or activity. For example, a silk flower petal, leaf, and stem may represent parts of a flower or interlocking centimeter blocks may represent graphed numbers. Object replacement may be used during the Test if it is already used by the student on a regular basis. Please review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new objects. TAs are responsible for creating any objects the student may require. Refer to the following section for guidance.

## Tactile Graphics and Object Replacements

The TA must review the DTA and the Test items for both ELA and Mathematics to determine which items and stimulus materials require tactile graphics, tactile symbols, or object replacements. Tactile graphics and symbols may be used when the student is not able to see graphics that are essential to understanding the item. Object replacements may be used when the visual and/or tactile graphics do not provide optimal accessibility to the student. Follow these guidelines when creating tactile representations and using object replacements:

- When tactilely enhancing graphics or using replacement objects, ensure that the critical features needed to understand the item or passage are included. Also remember that the *purpose* of the image is not necessarily the same as the *appearance* of the image. For example, if an item showing a diagram of the water cycle includes a lake with a boat, mountain with a hiker, rain, clouds, and evaporation, it is important to tactilely enhance or provide replacement objects for the lake, mountain, rain, clouds, and evaporation. The boat and hiker are not essential to the item and do not need to be tactilely enhanced or represented with objects.
- Do not to enhance a graphic to cue an answer. For example, if the graphic illustrates parts of a butterfly and the item asks: “What part of the butterfly helps the butterfly locate flowers?” the TA should tactilely enhance, or represent with objects, all main parts of the butterfly, not just the antennae.
- When utilizing object replacement, use the actual object(s) specified in the item when feasible. It is usually preferable to use whole objects or parts of familiar objects rather than miniatures (e.g., a piece of bark rather than a plastic toy tree).
- While the student should be familiar with the tactile enhancement presented, options for adding tactile qualities to graphics include:
  - Tooling: Use a tool such as a tracing wheel to make raised areas on paper or diagramming foil.
  - Collage: Use textured materials (e.g., corrugated paper, crochet cotton, string, punched-out dots) glued onto paper to form a raised image.
  - Other techniques: Use pliable waxed yarn sticks, hot glue, acrylic or puff paint, raised line graph paper, or compressed sponge that can be drawn on, expands when wet, then used when dried, etc.



## What Are Accommodations?

Accommodations are changes in the standard administration of the assessment that do not alter the construct being measured. Any accommodation required by a student must be included in the student's IEP prior to testing.

### Assistive Technology (AT)

Students may use assistive technology devices for viewing, responding to, or interacting with the Test. The student and TA should use the AT device with the sample items to ensure that it functions properly with the MSAA Online Assessment System. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information about compatibility of the MSAA Online Assessment System with assessment features.

### Paper Version

A Paper Version of the Test may be downloaded and printed from the MSAA Online Assessment System in PDF format. After testing, all printed assessment materials must be given to the TC for secure shredding, and all downloaded files must be deleted from any computer or laptop used for testing.

### Scribe

A TA may record student responses for all or part of the Test, including the writing prompt. Anyone performing as a scribe for the student must read and follow the *MSAA Scribe Accommodation Protocol* in Appendix A of this document. Here are three ways a scribe can support the student's independence during testing:

1. **A student is able to use a mouse to select a response to the selected response items but cannot use the keyboard to type a response to the writing prompt.** In this case, the scribe can type the student's writing response but may not need to help with any other part of the Test.
2. **A student is able to use the mouse but becomes physically fatigued easily.** The scribe can select the response the student indicates as needed. The scribe can assist with recording and typing the student's writing response.
3. **A student is able to complete the Paper Version of the Test that the TA printed.** The TA enters the student's responses into the MSAA Online Assessment System when the student has completed the Test, after each testing session, or after several items are completed.

**NOTE:** All student responses **must** be entered for Session 1 before an assignment in Session 2 may be determined.

### Sign Language

For students who use American Sign Language (ASL), Pidgin Sign English (PSE), or Sign Exact English (SEE), the TA may translate passages, items, answer options, and directions. Review the vocabulary lists for ELA and Mathematics to determine which words the student may need practice with prior to testing.

**Required Documents:** It is important to adhere to the *Sign Language Protocol* in Appendix C of this document as it will help signers avoid cueing the student.



# Test Security and Test Irregularities

All staff involved in the MSAA administration must sign their state's respective security agreements. Refer to the [State-Specific Policy Information](#) (page 1).

The following is a list of security requirements for administering the MSAA:

- Maintain all printed test materials in a secure, locked location.
- Protect secure materials from view by other students, teachers, parents, school staff, or other individuals. This includes logging out of the MSAA Online Assessment System and closing the browser after each testing session.
- Do not duplicate, reproduce, or share items or other secure test materials.
- Give *all* printed test items or other printed material to the TC for secure shredding.
- Delete any test materials, items, and information from the computer and any assistive technology used by the student after testing is complete.

The following are examples of test irregularities that could impact a secure test administration:

- Failing to sign and submit your state's security agreement to the district
- Applying the Early Stopping Rule (pages 34-35) for any reason other than lack of an observable response
- Changing the wording of test directions, test items, answer options, or any text as it is written in the DTA
- Using any materials not indicated in the DTA
- Providing students a preview of the Test at any time
- Providing answers, clues, or cueing to students in advance of or during Test administration
- Manipulating testing materials in a way that hints at a correct or incorrect answer or reduces answer options
- Changing a student's answer
- Using any of the MSAA test materials (including items and/or DTA) for instructional purposes
- Sharing test items, test content, or test forms, either written or verbally, or through photography, phone cameras, recording devices, note taking, or any other manner, with colleagues, other staff members, students, parents, media, or the general public
- Leaving the MSAA Online Assessment System unattended while logged in to the Test or the DTA
- Administering the Test by a staff member who has not completed the online training modules and passed the Final Quiz

## How to Monitor and Report Test Irregularities

Each person participating in the MSAA is responsible for immediately reporting any violation or suspected violation of test security or confidentiality. Report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity to the State MSAA Coordinator in accordance with state guidelines.

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## **Appendices**

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## Appendix A: MSAA Scribe Accommodation Protocol

For a student who has the Scribe Accommodation, a scribe will enter the student's answers into the MSAA Online Assessment System. For the writing prompt, the scribe will record the student's response on the response templates in the MSAA Online Assessment System. A scribe must have the following qualifications:

- Be a state-certified educator or district employee of the district
- Complete all training for the Test
- Sign and submit state test security agreements according to state policy
- Be familiar to the student
- Be familiar with all the accommodations in the student's IEP
- Scribe under the direction of a qualified, trained TA who is administering the Test

Scribes are expected to:

- Familiarize themselves with the Test prior to testing
- Familiarize themselves with the accessibility features and accommodations that are available on the Test
- Know and understand how to properly administer the accessibility features and accommodations that the student must receive
- Practice the scribing protocol before testing

### Scribe Accommodation Protocol for ELA and Mathematics

- The scribe may not question or correct student choices, alert students to errors or mistakes, guide the student to a correct answer, or otherwise influence a student's answer or answer choice in any way.
- The student must be tested in a setting that does not permit their responses to test items to be heard by other students.
- The scribe will comply with student requests for use of all available and allowable Assessment Features on the MSAA Online Assessment system (e.g., when to turn a feature on or off, when to change the size of a graphic, etc.).
- A TA may provide answers to procedural questions (e.g., test directions, navigation within the test environment, etc.).
- For paper-based administration, the scribe must enter student responses directly into the MSAA Online Assessment System
- The scribe may ask the student to repeat a response.
- The scribe must allow the student to indicate when they want to move to the next test item.
- The scribe must provide an opportunity for the student to review and modify what the scribe has recorded.
- After testing, the scribe must collect any scratch paper, graphic organizers, and other ancillary materials and give them to the TC for secure shredding. Neither the scribe nor the TA may keep any testing materials after testing is complete.

### Scribe Accommodation Protocol for the Writing Prompt

- For computer-based administration, the scribe types exactly what the student communicates directly on the response template in the MSAA Online Assessment System, including any necessary annotations.
- For paper-based administration, the scribe writes exactly what the student communicates on a Paper Version of the response template, and then the scribe transcribes exactly what was written

into the MSAA Online Assessment System, including any necessary annotations (refer to the section below regarding *Procedures for Annotation*).

- The scribe correctly spells all words (spelling is not scored).
- The scribe does not capitalize words or punctuate text unless indicated by the student.
- The scribe allows the student to edit for punctuation, capitalization, or other edits as described in the DTA.
- The scribe makes student-requested changes, even if incorrect.
- In the case of commonly confused homophones (e.g., *than* and *then*; *to*, *two*, and *too*; *there*, *their*, and *they're*), the scribe orally confirms the meaning of the word.
- After testing, the scribe must collect any scratch paper, graphic organizers, and other ancillary materials and give them to the school TC for secure shredding. Scribes and/or teachers may not keep any testing materials after testing is complete.

## Procedures for Annotation

In cases in which a student's written product may not be easily interpreted by a novel reader (e.g., because of inventive spelling, hard-to-read penmanship, or use of symbols), the TA must write annotations directly on the student's written work or in the MSAA Online Testing System to ensure an accurate interpretation of a student's response. Annotations must not alter the intent of the student's original response or make any comments or explanations about what the student wrote.

After the student has finished composing their written responses, the TA reads the student's response and does the following:

- Makes annotations that clarify the student's response.
- For annotations made directly on the student's work, uses a different color pen or pencil to distinguish from the student's original response.
- For annotations typed into the computer, inserts brackets around them. For example: The cat were jpzng rl ht [jumping really high].
- Writes in parentheses directly following an uninterpretable word (e.g., inventive spelling) in the MSAA System if the student typed a response.
- Provides an opportunity for the student to review and modify what has been annotated.

## Appendix B: Augmentative and Alternative Communication Guidelines

### Use of Augmentative and Alternative Communication Devices (AAC)

The TA must record the student's response(s) for all constructed or open-ended responses either on the Paper Version of the Test or directly into the MSAA Online Assessment System.

- The TA must allow the student to access words, symbols, pictures, and phrases within the communication mode/system in the same manner and process as during instruction.
- The word banks, books, and phrase boards that the student already uses during daily instruction should be used for administration of the Test. It is recommended that the ELA and Mathematics vocabulary lists in Appendix D: *English Language Arts and Mathematics Vocabulary Lists*, and any appropriate graphics from the answer options, be added to the student's word banks, books, and phrase boards, to be used during testing so that they are familiar with the words that will appear on the Test. The TA must delete all Test-related graphics from all devices after testing.
- Refer to Figures 5–7 for examples of how to organize a variety of subject-specific word and phrase boards. If a student already has word boards or word books they use on a daily basis, there is no requirement that the TA reorganizes or rearranges them in a specific format.

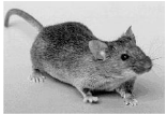




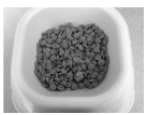
### AAC Protocol for Completing the Writing Prompt

When administering the writing prompt, the TA must adhere to the AAC Protocol to ensure that the student's response is generated in a manner that allows for accurate measurement of the student's writing ability. Refer to Appendix A: *Scribe Accommodation Protocol* for further scribe and annotation protocols.




Allowed	Not Allowed
The student completed a process directed by the TA that uses words, symbols, pictures, or phrases that the student typically uses during instruction.	A response to the writing prompt may <i>not</i> be the result of a series of words, phrases, or sentences selected by the TA. <ul style="list-style-type: none"><li>• For example, the TA may not ask, "Do you want to say that the girl was tall or short?" or "Do you want to say the girl ran or swam?"</li></ul>
The TA may add any content represented in the grade-specific stimulus materials to the student's AAC device (e.g., list of temporal words, problem/solution cards, words from mentor text or sample essay). The TA should ensure that the words, symbols, pictures, or phrases used from the stimulus materials are familiar or can readily be understood.	The TA may <i>not</i> arrange words, symbols, pictures, or phrases on the student's communication board so that any selection would be correct.
The TA may introduce vocabulary related to the prompt. <ul style="list-style-type: none"><li>• For example, if the prompt refers to supporting a claim related to "means of travel," the TA may define and describe "means of travel" and its uses in order to familiarize the student with the related symbol(s).</li></ul>	The TA may <i>not</i> practice the prompt or teach vocabulary in the context of the prompt. <ul style="list-style-type: none"><li>• For example, if the prompt refers to supporting a claim related to "means of travel," the TA may not practice having the student write a persuasive essay using "means of travel" as the context.</li></ul>

Refer to the DTA for guidance regarding the placement and presentation of words, pictures, checklists, graphic organizers, and/or templates (e.g., “Point to Grade X ELA Reference Sheet 1. Unmask the second sentence of text and say the following statement: X” or “Move Cards 7b and 8b out of view of the student.”).












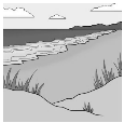


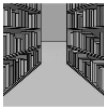
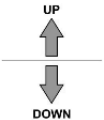
**Figure 5. Sample Noun Category Board**

Sample Noun Category Board		
 rat	 ball	 boy
 dog	 bird	 food

**Figure 6. Sample Phrase Board**

Sample Phrase Board	
	sleep is important
	whales breathe air
	flowers need water to grow

**Figure 7. Sample Subject Board**

Sample Subject Board: Subject-specific board about flight (mixture of single words, phrases, and sentences)			
 flying	 birds fly	 people fly	 wind speed
 insects fly	 kites fly	 How does a bird fly?	 Birds fly with their wings.
 Who invented the first airplane?	 Internet	 books	 on the beach
 video	 the Wright brothers	 library	 up and down



## Appendix C: Sign Language Protocol

### Test Administration Protocol for Providing the Sign Language Accommodation

Although it is understood that the nature of this assessment requires individualized delivery in the communication method familiar to the student, individuals providing the sign language accommodation for the MSAA assessment must follow these procedures during testing to ensure standardization of delivery.

#### Procedures for Providing the Sign Language Accommodation

1. Signers must be trained on test administration policies as indicated on page 9 of this document. Individuals providing the sign language accommodation must sign the security agreement for their state.
2. Signers should use signs that are conceptually accurate, with or without simultaneous voicing, translating only the content that is presented, without changing, emphasizing, or adding information. Signers may not clarify (except for test directions), provide additional information, assist, or influence the student's selection of a response in any way. Signers must do their best to use the same signs if the student requests a portion repeated.
3. Signers must sign (or sign and speak when using Sim-Com [Simultaneous Communication]) in a clear and consistent manner throughout the test administration, using correct pronunciation, and without inflections that may provide clues to, or mislead, a student.
4. Signers should emphasize only the words printed in boldface, italics, or capital letters and inform the student that the words are printed that way. No other emphasis or inflection is permitted.
5. Signers may repeat passages, test items, and answer options as requested, according to the needs of the student. Signers should not rush through the Test and should ask the student if they are ready to move to the next item.
6. Signers may not attempt to solve mathematics problems, or determine the correct answer to a test item while signing, as this may result in pauses or changes in inflection that may mislead the student.
7. Signers must use facial expressions consistent with sign language delivery and must not use expressions that may be interpreted by the student as approval or disapproval of the student's answers.
8. TAs must be familiar with the student's IEP and should know in advance which accommodations are required by the student. TAs must be aware of whether a student requires additional tools, devices, or adaptive equipment that has been approved for use during the Test, such as a magnifier, closed circuit television (CCTV), abacus, braille, slate, stylus, etc., and if use of these tools impacts the translation of the Test, the signer should be made aware of this.
9. Upon review of the Test, if a human signer is unsure how to sign and/or pronounce an unfamiliar word, the signer should collaborate with a content expert who is fluent in sign language (if available) to determine which sign is most appropriate to use. If the signer is unable to obtain this information before the Test, the signer should advise the student of the uncertainty and spell the word.
10. When using a sign that can represent more than one concept or English word, the signer must adequately contextualize the word in order to reduce ambiguity. The signer may also spell the word after signing it if there is any doubt about which word is intended.
11. Signers must spell any words requested by the student during the test administration.
12. When test items refer to a particular part of a passage, the signer must re-sign the lines before signing the question and answer options. For example, the signer should sign, "Question X refers to the following lines..." then sign the passage part to the student, followed by question X and the answer options.
13. When signing selected-response items, signers must be careful to give equal emphasis to each answer option and to sign all answer options before waiting for the student's response.
14. When answers options will be scribed, the signer should inform the student at the beginning of the Test that if the student designates a response choice by letter only ("B," for example), the signer will ask the student if they would like the response to be signed again before the answer is recorded.

15. If the student chooses an answer before the signer has signed all the answer options, the human signer must ask if the student wants the other answer options to be signed.
16. After the signer finishes signing a test item and all answer options, the signer must allow the student to pause before responding. If the pause has been lengthy, the signer should ask: “Do you want me to sign the question or any part of it again?” When signing questions again, signers must avoid emphasis on words not bolded, italicized, or capitalized.
17. Signers should refer to Appendix D: *English Language Arts and Mathematics Vocabulary Lists* for technical vocabulary in order to ensure consistency in providing the accommodation.

## Sign-System-Specific Procedures

Signers must deliver the accommodation in the language or communication mode used by the student according to the student’s IEP.

### ***American Sign Language (ASL)***

Signers delivering the accommodation via ASL must use appropriate ASL features (including signs, sentence structure, non-manual markers, classifiers, etc.) while protecting the construct being measured by the assessment. The signer must be careful not to cue the student.

### ***English-Based Sign Systems (PSE, Sim-Com, etc.)***

Signers delivering the accommodation via an English-based signing system (PSE, Sim-Com, etc.) must use the features of the communication mode used by the student. Signers delivering the Test in English-based signing systems should use the rules of those signing systems (conceptually accurate signs, English word order, etc.), with or without simultaneous voicing.

## Mathematics and English Language Arts Vocabulary Lists

Signers should refer to Appendix D: *English Language Arts and Mathematics Vocabulary Lists* for guidance on how to deliver terms found in the ELA test and symbols and terms found in the Mathematics test. The guidance provided in the vocabulary lists provides a standardized approach for students who use sign language accommodations. The vocabulary lists provides words that can be used for both ASL and English-Based sign systems.

## Appendix D: English Language Arts and Mathematics Vocabulary Lists

### ELA Vocabulary

ELA Vocabulary for ASL translation, object replacement, tactile graphics, word boards or word banks, and AT/AAC devices

accuracy	figurative	punctuation
accurate	firsthand	purpose
adage	fluency	quotation
adjectives	fluent	quotation mark
adverbs	form	recognition
alliteration	format	recognize
analyze	formatting	recount
antonym	glossary	revise
arguments	grammar	secondhand
author's claims	hyphenation	semicolon
author's purpose	identify	sequence
capitalize	idiom	simile
captions	inference	simple sentence
central idea	interpret	structure
character	Introduction	summary
character traits	key details	syntax
citations	literal	text
cite	main idea	text features
clause	message	theme
comma	metaphor	thesaurus
compare	most important idea	topic
compound sentence	nonfiction	transitional
concepts	nonliteral	verb tense
conclusion	nouns	verbs
conjunction	objective summary	
context	opinion	
contrast	organize	
decode	outline	
describes	paragraph	
details	parallel structure	
diagram	paraphrase	
dictionary	parentheses	
distinguish	passage	
edit	patterns	
effect	persuasive	
elements	phrase	
essay	point of view	
events	possessive	
evidence	Precise	
expression	predict	
fiction	prediction	

# Mathematics Vocabulary

Mathematics Vocabulary for ASL translation, object replacement, tactile graphics, word boards or word banks, and AT/AAC devices

area	multiplication
array	negative
average	non-linear
bar graph	number
centimeters	pattern
circumference	positive
comparison	proportion
congruent	proportional relationship
convert	quantities
corresponding	quantity
cost	ranges of data
cube	relationship
cylinder	scatter plots
data	shaded width
data table	similar
decrease	slope
dimensions	square
divided	summarize
division	surface area
equal	symbol
equation	tally chart
exponent	temperature
expression	triangle
extension	value
Fahrenheit	variables
farthest	volume
figure	weight
formula	y-axis
graph	
greatest	
height	
histogram	
hypotenuse	
identify	
increase	
least	
length	
linear	
mean	
measurement	
model	

## Appendix E: The Student Response Check (SRC) and the Early Stopping Rule

The purpose of the Student Response Check (SRC) is to ensure that the TA clearly understands a response the student has indicated for a test item. The SRC provides information that is used to determine if there are communication barriers to participating in the MSAA assessment for students whose communication mode(s) are inconsistent and not always understood by others. If a student's response to a test item is not clearly observable, or is not understood by the TA or scribe, then the TA or scribe cannot enter the student's response in the MSAA System. Ending the testing experience for the student after the SRC is also called the Early Stopping Rule. This means that the student does not have a clear and reliable mode of communication in order to continue testing.

- The SRC is a content-neutral task during which a student is asked to demonstrate their preferred mode(s) of communication. **A student may use as many, or as few, communication modes as they are comfortable with and use on a daily basis.**
- Student answers to the items on the Student Response Check are not scored.

Not all students will need to have the SRC administered because they already have a consistent mode of communication that is readily understood by the TA.

An **observable response** is defined as a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication (modalities may include use of eye gaze, reliable gestures, sign language, partner-assisted scanning, scanning on a device, direct selection from an array of choices, activation of a voice-output device, use of a speech-generating device, or other reliable means). This behavior or movement must:

- Demonstrate the intent toward the task
- Respond to or share information about the stimulus (test item)

Assigning meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are *not* considered response modes.

### Using the Flowchart and Administering the SRC

The flowchart (Figure 8) on the following page should be used to determine when to administer the SRC and when TAs should contact their district or school TC to close the Test and apply the Early Stopping Rule. TAs do not have the authority to close the Test and apply the Early Stopping Rule. TAs must discuss the results of the SRC with the district or school TC to ensure that the Early Stopping Rule is applied appropriately. Remember that in many cases it will not be necessary to administer the SRC because many students have a consistent mode of communicating.

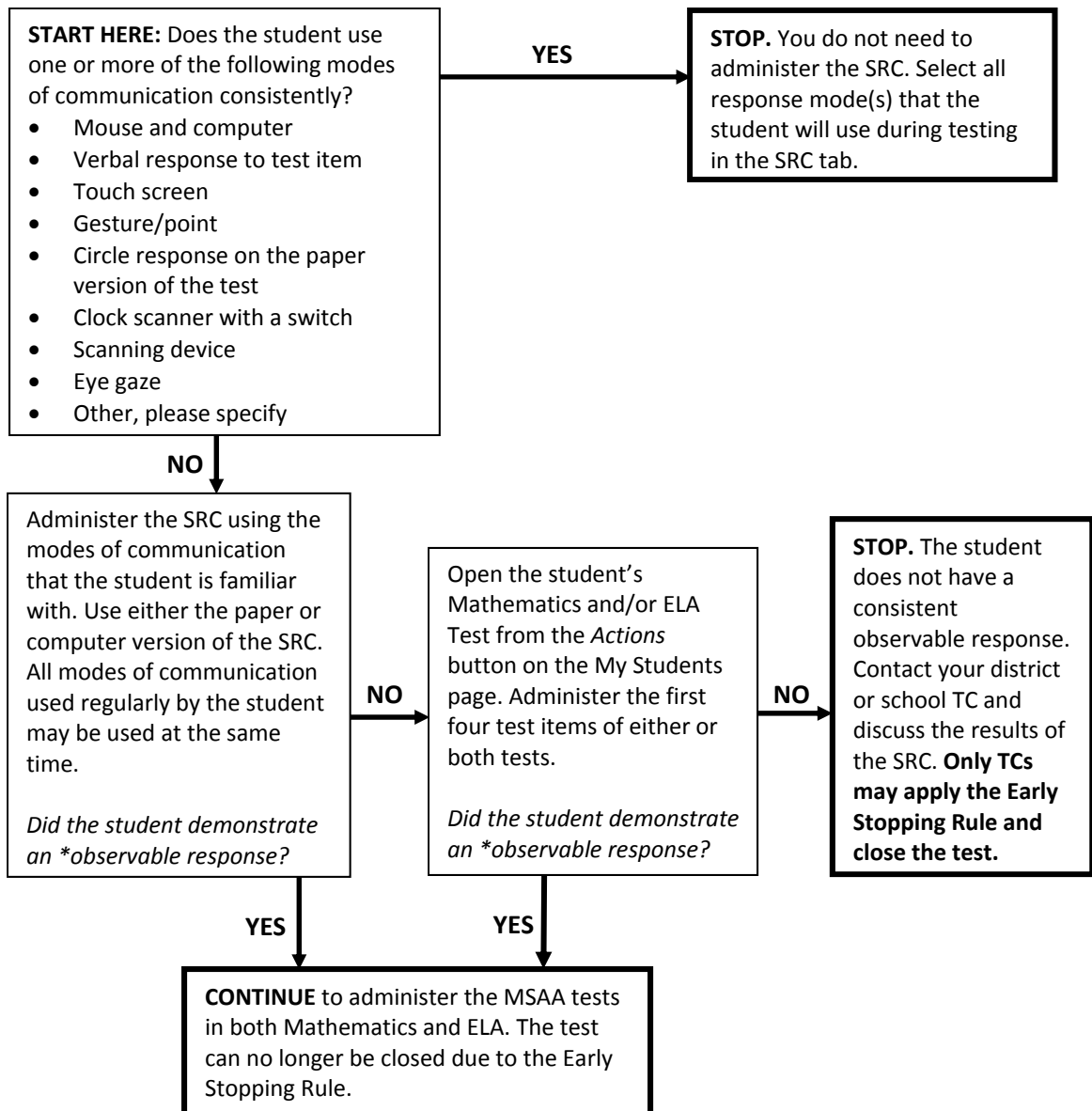
TAs can administer the SRC using a paper version downloaded from the MSAA Online Assessment System or using the computer and a mouse. The computer administration is recommended for students who can use a computer and mouse but it is not required.

Keep the following in mind when administering the SRC:

- The student's responses do not need to be correct; a response just needs to be observable.
- The student may use as many, or as few, communication modes as necessary. The response mode(s) should be used on a daily basis by the student. Not all response modes may be listed. If the student's preferred response mode is not listed, enter that mode in the *Other* box in the SRC tab.
- The Early Stopping Rule *cannot* be applied based on a student's behavior, stamina, knowledge of the content, or frustration level.
- The SRC must be administered at least once for those students the TA is not sure have an observable response mode.

- The SRC may be conducted on more than one occasion (during the test administration window) to ensure valid application of the Early Stopping Rule.
- The lack of an observable response mode is the *only* reason the Early Stopping Rule can be applied. Once the Test has begun for a student, the Early Stopping Rule cannot be used. Refer to *Timing and Scheduling* and *Creating a Comfortable and Secure Testing Environment* on pages 18-19 for information regarding how to support a student who refuses to participate in testing. If the student continues to refuse to participate, contact your TC and/or State MSAA Coordinator.

**Figure 8: The Student Response Check (SRC) Flowchart: When to Apply the Early Stopping Rule**



*\*An observable response is defined as a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication (page 37).*

## Appendix F: Checklists

The following checklists have been provided to assist in the successful administration of the Test. Print and use the checklists as applicable.

- Test Administrator Checklist
- Test Coordinator Checklist

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## Test Administrator Checklist

Before Test Administration						
Test Administrator Tasks					TAM Page	✓ Complete
<b>1. Activate TA account.</b> <i>TAs receive an auto-generated login user name and password from MSAAServiceCenter@measuredprogress.org. Open a web browser and enter TA's e-mail address, enter the password provided, and click "Log In." Refer to the section titled, "How to Access the MSAA Online Assessment System" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for directions on how to activate your TA account.</i>					N/A	
<b>2. Consult district/school technology personnel (and the MSAA Service Center as needed) to</b> <ul style="list-style-type: none"> <li>Ensure that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing</li> <li>Troubleshoot technology issues</li> </ul> <i>Refer to Appendix B titled, "Technology Requirements" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific information on supported browsers and operating systems.</i>					2	
<b>3. Review State-Specific Policy Links and Contact Information.</b>					1	
<b>4. Download the documents needed for administration.</b>					6	
<b>5. Sign and submit state-specific test security and confidentiality forms.</b> <i>Refer to <a href="#">State-Specific Policy Information</a> and/or State MSAA Coordinator.</i>					1	
<b>6. Ensure that student meets state participation criteria and IEP team decision has been documented for Grade 3 students, new students, and/or transfer students.</b>					1, 7	
<b>7. Complete MSAA test administration training:</b>					9	
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	
Test Administrator Tasks					TAM Page	✓ Complete
<b>8. Confirm the student demographic information and complete the following forms:</b> <ul style="list-style-type: none"> <li><b>Learner Characteristics Inventory (LCI)*</b></li> <li><b>Accommodations: Before Test*</b></li> <li><b>Student Response Check (SRC)*</b></li> </ul> <i>*These tabs are located in the student's profile area in the MSAA Online Assessment System. Refer to the section titled, "Before Testing" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for more information.</i>					6, 8, 24, 34–35	
<b>9. Create a comfortable and secure testing environment.</b> <i>TAs must provide each student with an appropriate testing environment during every testing session. Optimal testing conditions must be provided for every student before and during the test administration.</i>					19, 25	

During Test Administration		
Test Administrator Tasks	TAM Page	✓ Complete
<b>10. Read the DTA for the Test assigned to the student.</b> <i>Organize all test materials according to the DTA and print a copy of any reference sheets or stimulus materials.</i>	15–17	
<b>11. Implement the DTA as written and complete test administration.</b>	15–17	
<b>12. Provide accommodations as outlined in the Accessibility Features and Accommodations section.</b>	18–24	
<b>13. Maintain test security.</b>	25	
<b>14. Continue to provide a comfortable and secure testing environment.</b> <i>TAs may pause and resume the Test as indicated by student needs. TAs must follow best practices by administering the assessment when the student is most engaged and focused. If the student becomes fatigued or appears no longer engaged, it is appropriate to pause the Test and resume when the student is better able to focus. This ensures that the student’s true ability and best work are captured. The Test may be administered over multiple days but must be completed by May 12, 2017. Refer to the section titled, “Administer and Navigate the Test” in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions on how to pause, resume, and submit a test.</i>	19, 25	
<b>15. Repeat items as necessary during administration.</b> <i>The TA may repeat items by rereading the directions, answer options, or passage as often as is reasonable to obtain a student’s response to an item. All text must be read to students exactly as written, with no paraphrasing or variation of speed to emphasize words in ways that provide hints as to the correct or incorrect responses.</i>	21, 29, 33	
<b>16. Report security violations and test irregularities to your TC.</b> <i>All security violations and suspected irregularities must be reported to the TC, according to <a href="#">State-Specific Policy Information</a>.</i>	1, 25	
After Test Administration		
<b>17. Report all inappropriate test practices, security violations, and suspected irregularities to your TC.</b> <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC, according to <a href="#">State-Specific Policy Information</a>.</i>	1, 25	
<b>18. Ensure that all tests have been submitted and/or closed by your TC by 8:00 pm ET on May 12, 2017.</b> <i>Refer to the section titled, “Administer and Navigate the Test” in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions.</i>	3	
<b>19. Complete the Accommodations: After Test Tab</b> <i>Following the administration of the Test, the TA records in Accommodations: After Test the accommodations the student actually used during the Test. Refer to the section titled, “After Testing” in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions.</i>	N/A	
<b>20. Complete the End of Test Survey</b> <i>The End of Test Survey has been developed to learn from the experience of each TA administering the Test. After the TA submits <u>all</u> of the student’s content area tests, the TA completes <u>only one</u> End of Test Survey per the My Student list. Refer to the section titled, “After Testing” in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions.</i>	3	

For questions or assistance, contact your TC or the MSAA Service Center (page 1).

## Test Coordinator Checklist

Before Test Administration						
Test Coordinator Tasks					TAM Page	✓ Complete
1. Sign and submit state-specific test security and confidentiality forms. <i>Refer to <a href="#">State-Specific Policy Information</a> and/or State MSAA Coordinator.</i>					1	
2. Complete the MSAA test administration training (for TCs). <i>TCs are <u>not</u> required to take the End-of-Training final quiz.</i>					10	
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	
3. Ensure that TAs have received and completed the required training and can access the online MSAA Online Assessment System.					9	
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.					N/A	
5. Ensure that technology capacity is met. <i>Work with district/school IT personnel to ensure that the online MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B titled, "Technology Requirements" in the <a href="#">MSAA Online Assessment System User Guide for Test Coordinators</a> for specific information on supported browsers and operating systems.</i>					N/A	
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.					3	
During Test Administration						
7. Monitor the administration of the Test. <i>Ensure appropriate test practices and appropriate student participation. Consult with your TAs regarding closing any tests for students who meet the criteria for the Early Stopping Rule.</i>					7–9, 15–25, 34–35	
8. Ensure that students and TAs have the materials and resources needed to administer the Test.					6, 9	
9. Maintain test security. <i>Ensure that all test materials are in a secure and locked location when not testing.</i>					25	
10. Report inappropriate test practices in accordance with state policy.					25	
11. Report security violations and test irregularities to the State MSAA Coordinator. <i>All security violations and suspected irregularities must be reported to the TC according to <a href="#">State-Specific Policy Information</a>.</i>					1, 25	
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on May 12, 2017.						
After Test Administration						
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to <a href="#">State-Specific Policy Information</a>.</i>					1, 25	
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, and student work (e.g., writing materials, etc.). <i>MD Only - Return all ordered materials using the return envelope with UPS label provided in the materials shipment.</i>					19, 24–27	

*For questions or assistance, contact the MSAA Service Center or your State MSAA Coordinator (page 1).*

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